E-Orientation Agenda

3 Course Versions:
- E-Orientation Full-time 2020
- E-Orientation Part-time 2020
- E-Orientation Intermittent 2020

Course Length: 3 hours (estimated)

Goals/Objectives:
- Welcome new employees to our goal driven/performance oriented-customer focused workforce.
- Celebrate new employees' commitment to public service.
- Complete appropriate new hire paperwork

Facilitator: Indiana State Personnel Department (INSPD)

Review Online Orientation Quick Step Guide- Will detail instructions on how to locate and navigate through the course. Course Guides may be found here: https://www.in.gov/spd/onboarding/2381.htm

Course Table of Contents:

1. New Employee Orientation Online Packet (**ELRN-URL**) **All Employee Versions**
2. New Employee Welcome & Paperwork (ELRN) **All Employee Versions**
3. Indiana State Employee Benefits 2020 (ELRN) ***Only Full-Time Version**
4. Wellness Program Overview (ELRN) ***Only Full-Time version**
5. State of Indiana Acknowledgement of Standardized Policies and Employee Handbook (**DCMT**) **All Employee Versions**
6. State Policies (ELRN) **All Employee Versions**
7. College Choice 529 (ELRN) **All Employee Versions**
8. Indiana Public Retirement System (INPRS) (ELRN) ***Only for Full-Time/Part-Time Version**
9. Hoosier S.T.A.R.T (ELRN) *** Only for Full-Time/Part-Time Version**
10. Required Training & State Employee Resource Guide Overview (ELRN)**All Employee Versions**

➤ As a new employee you are required to complete Ethics, IRUA, Sexual Harassment Prevention Training and the Cybersecurity Onboarding Module within the first 21 days of employment.

➤ If you have any questions pertaining to this information, please contact INSPD Learning & Development: SPDTraining@spd.in.gov